

Subject: R 121434Z APR 05  
UNCLAS  
TO AIG 4579  
AL 4579 (uc)  
CC DFAS INDIANAPOLIS IN  
UNCLAS  
MSGID/GENADMIN/DFAS-ADIP//  
SUBJ/STANDARD DOCUMENT NUMBER (SDN) FOR TRAVEL ADVANCES  
AND SETTLEMENTS (ACCTG POL IMPL MSG 05-27 AND TTM 05-  
08)  
A. DFAS MANUAL 37-100-05, CHAPTER 2F-SDN.  
1. IAW REF A, A SDN IS REQUIRED ON ALL OBLIGATIONS,  
DISBURSEMENTS AND COLLECTIONS. THIS REQUIREMENT  
INCLUDES TRAVEL ADVANCES, SETTLEMENTS AND ACCRUALS FOR  
OPEN ALLOTMENT (NOMINAL FISCAL STATION) AND SPECIFIC  
STATION LINES OF ACCOUNTING.  
2. USE THE SDN STATED ON THE TRAVEL ORDER. IF THE  
TRAVEL ORDER DOES NOT CONTAIN AN SDN, USE THE TRAVEL  
SYSTEM GENERATED SDN. DO NOT ZERO FILL THE SDN ON ANY  
DOCUMENT.  
3. DO NOT CHANGE THE SDN UNLESS IN ACCOUNTING IT IS  
NECESSARY TO MATCH DISBURSEMENT TO OBLIGATION OR  
SETTLEMENT OF ADVANCE TO ORIGINAL ADVANCE.  
4. POCS:  
A. DFAS-IN ACCOUNTING PROCEDURES, KAY JOHNSON, 317-  
510-3272.  
B. DFAS-IN TRAVEL PAY PROCEDURES, MANAGEMENT AND  
PROCEDURES BRANCH, SHEILA MELTON, 317-510-5372.//